

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MAY 3, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, May 3, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce, and Tom Yseth.

CALL TO ORDER

Chairperson Krogman called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the May 3, 2016 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Miller, seconded by Yseth to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the April 19, 2016 Commission Meeting.

Travel Requests: Sonia Mack to attend Fair Entry Update/Final Set-up on April 25th in Watertown; Sonia Mack to attend the 2016 NAE4-HA Annual Conference & Award Ceremony on October 8th-14th in New Orleans, LA; Gary Egeberg & Mike Andresen to attend a Mosquito Calibration Workshop on April 28th in Mitchell; Scott Sebring & Matt Christensen to attend a Concealed Weapon Permits Training on May 10th in Sioux Falls; Kristen Witchey, Vicki Buseth, Jennifer Beller, & Jenna Peterson to deliver/pick up election, equipment, and supplies, and travel to nursing homes on May 1st-November 10th within Brookings County; Jackie Rippert to attend Motor Vehicle Training during the Spring Workshop on May 11th in Pierre; Michael Holzhauser to attend NACVSO Training on May 14th-20th in Myrtle Beach, SC; Charles Umberger to attend Interview and Interrogation class June 12th-17th in Aberdeen.

Human Services Report: case #16-036A for Avera McKennan was denied; case #16-044 for Avera McKennan was denied; case #16-045 for Avera McKennan was denied; case #16-078 for Avera McKennan was denied; case #16-085 for Brookings Hospital was denied; case #16-073 for Brookings Municipal Utilities was approved; case #16-074 for Brookings Municipal Utilities was approved; case #16-075 for rent was approved; case #16-081 for rent was approved; case #16-088 for County Burial was approved; case #16-091 for Sonshine Inn was approved; case #16-053 for rent was approved; case #16-076 for Brookings Municipal Utilities was approved; case #16-084 for Brookings Municipal Utilities was approved; case #16-089 for rent was approved; case #16-090 for Northwest Energy was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Miller, seconded by Jensen to approve the following claims. Motion carried.

Anderson Oil, Diesel for White Shop, \$858.79; Aragon, Antonio, One Hr Translation Services, \$50.00; Avera McKennan Hospital, EAP 4/1-16-3/31/17, \$3,625.20; Bauer, Tim, April Weed Meeting Mileage, \$9.24; Brookings City Utilities, COP Utilities, \$357.27, COP Utilities, \$168.05; Brookings County Finance, Delinquent Taxes, \$400.00; Brookings Health System, PMD, \$1,206.35; Buhl's Cleaners, Rug Rental Service, \$35.80; Central Business Supply, Office Supplies, \$98.29; Clites Electric Inc, Air Compressor Parts, \$205.08; Dean Schaefer Court Report, Inv MI Hearing, \$168.00; Dejong, Darren, Per Diem Ntnl Drug Court, \$75.00; Den Herder Law Office, P.C, CAA Inv MI, \$131.30; Den-Wil Inc, March, April Rent Comm Health, \$1,847.21; Dockendorf Equipment Inc, Repair Gasboy System, Update, \$1,479.40; Dr Mark Bontreger Inc, Psychological Testing, \$295.00; Dupraz, Andy, Extension Brd Mileage 4/19, \$4.20; Ed Roehr Safety Products, Push Bumper, 2016 Charger, \$736.90; Andrew Erickson, Work Boots, \$64.12; Executive Mgmt Finance Office, Tech Access Fee, March 2016, \$53.00; Exhaust Pros, RSVP Car Exhaust Repair, \$142.75; Fastenal Company, Filters, \$810.44; Foerster Office & Supply, Facial Tissues, \$116.00; Ford, Deb, Extension Brd Mileage 4/11&19, \$33.60; Fox & Youngberg PC, CAA Inv MI Hearings, \$597.66; Gass Law, PC, CAA, \$1,129.24, CAA, \$690.00, CAA, \$1,169.67; Great Plains Financing Office, COP Rent, \$650.00; Patricia J Hartsel, Transcripts 2/19, \$7.20, Transcripts 3/24, \$7.60; Konard O Hauffe DDS PC, PMD, \$246.53; Tim Hogan, CAA, \$946.89, CAA, \$706.42; Hungerford Chiropractic PC, Drug Testing 3/9-4/5, \$22.00; Hy-Vee Food Store, Zoning Mtg Refreshments 4/5, \$10.38, Jury Meals, \$26.18, Inmate Meals, \$14,089.65; Intoximeters Inc, Dry Gas Canisters Pbt's, \$195.25; IPMA-HR, Conference Registration, \$295.00; L. G. Everist, Inc, Pea Rock 24B & 26A, \$3,837.93; Lilla, Christopher, Wiper Blades for Green Van, \$38.14; Lyle Signs Inc, Parking Lot Signs, \$61.56; M&T Fire & Safety Inc, First Aid Kit Refills, \$48.00, First Aid Cabinet Re-Stock, \$19.00; Mack, Sonia, March/April Travel Reimbursement, \$446.02; Master Blaster Inc, Pressure Washer for Weed Shed, \$2,314.37; Donald McCarty, CAA, \$456.40; Kristen McCrea, Fuel Transport to Roberts Co, \$11.43; MCI, Local Phone Service Mar/April, \$22.27; McKeever's Vending, Inmate Commissary, \$553.68; McLeod's Printing & Office, Warning Tickets, \$327.80; Nancy J Nelson, CAA, \$276.00, CAA, \$1,718.56; Neve's Uniforms, 6A30, 6A27, 6A28 Uniforms, \$2,107.80; Nichols, Laurie, Zoning Mtg Mileage, \$30.56; Northwestern Energy, Natural Gas, \$223.36, Natural Gas, \$1,171.24; Office Peeps Inc, Receipt Books, Tape, Envelopes, \$248.59, Paper, Toner, Labels, \$518.41; Olson, Steve, Weed & Pest Mtg Mileage, Jan, \$16.80, Weed & Pest Mtg Mileage, Feb, \$16.80; One Source, Background Checks, \$506.00; Outdoor Adventure Center, Rental of OAC Archery Range, \$6,600.00; Parmely, Ronny, Extension Board Mileage 4/19, \$8.40; N Bob Pesall, CAA, \$2,107.20; Pickard, Jennifer, Extension Board Mileage 4/11&19, \$18.48; Prairie Graphics, Polo Shirts, \$54.00; Qualified Presort Service, Work from 4/1-4/8, \$8.54; Rick Ribstein, CAA, \$238.56, CAA, \$307.09, CAA, \$462.09, CAA, \$1,879.11, CAA, \$842.90, CAA, \$544.35; Rude's Funeral Home Inc, Blood Draw, Body Bag, \$195.00, County Burial, \$3,000.00; Sanford Health, Autopsy, \$2,100.00; SDACC, 2nd Qtr CLERP Payment, \$5,959.31; SDSU Extension, Temp Summer Assistant, \$7,050.00; SDSU Workstudy, Extension Work Study Employees, \$119.80; Sioux Valley Cleaners Inc, April WIC Janitorial, \$442.00; Southland Court Apartments, COP Rent, \$650.00; Sweebe, Bart, Per Diem Corrections Conference, \$123.00; Thomson Reuters - West, West Info Charges, \$1,520.23; Tyler Technologies, Doc Pro Data & Reports, \$700.00; Steven Ust, Building Inspections, \$400.00; Valley Motorsports, Tune Up/Oil 2010 & 2014 Polaris, \$204.58, Air Filter Intake, \$26.24; Vandenberg Law, CAA, \$1,334.00, CAA, \$1,035.00, CAA, \$1,410.50, CAA, \$805.00; Vantek Communications Inc, May North Repeater Fee, \$100.00; Verizon Wireless, Tablet

Wireless, \$40.01; VS/ADRDL, Feline Rabies Test, \$63.00; Walburg, Duane, Animal Control Mileage 4/2-15, \$52.80; Walmart Community, Office & Programming Supplies, \$153.54, Card Reader, \$10.00; Wells Fargo, Wells Fargo CC Charges, \$3,709.76; Yankton County Sheriff, Service of Process, \$25.00; Yankton County Treasurer, MI Hearings, \$553.65;

May Cell Phone Reimbursements: Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren, \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Gengler, Michael, \$30.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Haugen, Richard, \$45.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Hoekman, Devan, \$30.00; Holzhauser, Michael, \$105.00; Howard, Abigail A., \$105.00; Jensen, Larry, \$75.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Lilla, Christopher, \$105.00; Littlecott, Laura, \$45.00; Mccrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Pierce, Irene, \$45.00; Pierce, Leann, \$75.00; Pike, Jon, \$60.00; Plowman, Shawn, \$90.00; Scheer, Aaron, \$30.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Stoltenburg, Michael, \$15.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00; Yseth, Tom, \$75.00.

Department Head Reports

County Development Director Robert Hill discussed the FEMA Assistance Grant Training that he attended in Sioux Falls. Hill said Severe Weather Week was last week and everything went well. He said he only received one phone call wondering why the warning sirens were going off.

Hill discussed upcoming dates with the board.

Hill said the AED pads have been updated, and said the Safety Committee has recommended the need for one AED at the highway department. Hill asked the board for their permission to move forward with that. Pierce asked what the cost would be. Hill said it will cost around \$1,800.

By consensus, the board agreed to move forward and purchase an AED for the highway department.

Director of Equalization Chris Lilla said they've interviewed applicants for the appraiser position. He said he is hoping for a full staff soon.

Lilla discussed mechanical issues that they are having with the vehicles.

Lilla discussed upcoming dates.

Finance Officer Vicki Buseth said they've collected roughly \$17 million dollars in property taxes. Buseth said the deadline to register to vote for the Primary Election is May 23rd.

Buseth discussed the wind tower report. She said the wind tower payment is down about \$6,000 from last year and it's because the wind farm tax rate went down. Jensen asked if the townships will receive the same amount. Buseth said the townships will receive the same percentage, but the dollar amount will go down a little bit. Yseth asked if the townships will be notified. Buseth said they find that information out through apportioning.

Sheriff Martin Stanwick said two robbery suspects were caught with the help of social media.

Stanwick said Correctional Officer Robert Olson was recognized at the Optimist Club breakfast. Stanwick also said Sergeant Jon Pike was awarded the "Hero's Award".

Jail Administrator Bart Sweebe said the Attorney General selected Brookings County to test a new pilot program, which is meant to allow for more accommodation for individuals who are on the

24/7 program. Sweebe said it is a portable breathalyzer, so instead of the individual coming to blow twice a day, this option allows the person to take it with them. Sweebe said they will test the new program next month and run with it for ninety days. Jensen asked how many breathalyzers they will start with. Sweebe said they will start with ten. Pierce asked what the waiting period is if someone was to blow hot. Sweebe said they would receive an immediate alert.

Highway Superintendent Richard Birk discussed the reasons why he would like to hire an architect to design the shop in Sinai. Birk said an architect has the expertise that is valuable and crucial. Birk also said there are state statutes that touch on the merit of having an architect or engineer. Birk said even though it is a small project, it's still an important project.

Birk said the BIG Grant for the bridge south of White was denied. Krogman asked if they explained their reasoning. Birk said the efficiency rating did not meet the criteria; and they will send a more detailed explanation soon. Birk said the county can either build it with county funds or re-submit the grant application.

By consensus, the board agreed to move forward building the bridge with county funds.

Birk presented a timeline to construct the bridge. He said they can advertise for bids June 9th & 16th and award the bid at the July 12th meeting.

Krogman asked Birk to reach out to the contractors who were interested in the project and see what a timeline would look like to finish the bridge.

Birk said the county was approved for a rehabilitation bridge grant for the structure one-half mile south of Bruce and 2.3 miles east of Highway 7.

Commission Department Director Stacy Steffensen said the board will need to look at the 5-year plan at the next meeting. Once the 5-year plan is approved, Steffensen said the board will need to schedule a public hearing so the next round of BIG grants can be submitted.

Veterans & Human Services Director Michael Holzhauser attended the Affordable Housing Board Meeting and attended the Brookings Chamber's Military & Veterans Meeting.

Holzhauser discussed upcoming dates.

Holzhauser also updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

REGULAR BUSINESS

The board discussed the late elderly tax freeze application.

Finance Officer Vicki Buseth said according to state law, the auditor's office can accept late elderly tax freeze applications, however, setting a deadline would be nice.

Motion by Pierce, seconded by Yseth to approve and accept the late elderly tax freeze application. Miller asked Buseth what her recommendation for a deadline would be. Buseth suggested February 1st or March 1st of each year. Buseth said her office sends out letters reminding the applicants to hand in their applications, but a lot of them don't have any help and they suffer from memory loss. Pierce said she doesn't believe a deadline is necessary. Miller also agreed, and said a deadline isn't necessary.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."
Motion carried.

By consensus, the board opted to handle late elderly and disabled tax freeze applications one at a time versus setting a deadline for their submission.

The board discussed the appraisal process for the property in Sinai that the County took tax deed to and has declared surplus.

Finance Officer Vicki Buseth said state statutes says the governing board can appoint three real property owners of the political subdivision to appraise the value of such property. Pierce suggested that they hire a professional to do a fair market analysis of the property. Krogman said the cost to hire an appraisal is \$300-\$400. Miller said a fair market analysis would be sufficient for this piece of property.

Chief Deputy States Attorney Abigail Howard said she would confirm with the statutes.

Motion by Miller, seconded by Yseth to hire a professional to do a fair market analysis of the property in Sinai. Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye." Motion carried.

Motion by Miller, seconded by Yseth to approve and authorize Chairperson Krogman to sign a letter of recommendation for County Development Director Robert Hill's appointment to the NACo Justice and Public Safety Steering Committee.

Commission Department Director Stacy Steffensen recommended that they include a second option if Hill was not appointed. Pierce said the letter needs to be changed so it does not read that Hill will be appointed to both boards.

Roll call vote: Jensen "aye," Pierce "aye," Yseth "aye," Miller "aye," Krogman "aye." Motion carried.

Motion by Miller, seconded by Jensen to approve advertising for Request for Proposals for architects for the jail expansion. Background information was provided by Sheriff Martin Stanwick. Miller said the two citizens who were appointed to the committee asked really good questions at the meeting, and they are really engaged. Miller said she has no problem letting the committee advertise for architects.

Roll call vote: Pierce "aye," Yseth "aye," Miller "aye," Jensen "aye," Krogman "aye." Motion carried.

Motion by Yseth, seconded by Miller to remove Agreement #16-33: an agreement between Brookings County and designArc LLC for architectural services for the maintenance equipment storage building in Sinai for the Highway Department from the table. Motion carried.

Pierce said the work and agreement was completed and authorized by Highway Superintendent Richard Birk without the board's consent. Pierce said she doesn't like doing busy that way. Birk said he didn't get the contract in the packet in time two meetings ago. Birk said he took it upon himself to get this completed, and apologized to the board for not keeping them informed.

Birk said the lowest bid came in at \$196,500, and the county budgeted \$200,000 for this project. Miller said Project Architect Les Rowland has done the work and the county needs to pay him for it. Miller said the process didn't go in the right sequential order, but the county needs to proceed with this. Krogman said he struggles with the bid prices. Krogman said the county would have to pay for Rowland's services plus the project, which would put the county over budget. Krogman asked if the county could pay for the services that Rowland has done so far, and then take it over from there. Rowland said the board could keep and simplify the plans if they choose to.

Chief Deputy States Attorney Abigail Howard said the board has not signed a contract, so there is nothing in place. Yseth said Rowland needs to be paid for the work he has done so far. Krogman said he believes the highway department can handle building the shop; the department

has built two shops before. Pierce said the county would only save \$3,000 oversight; the county should just utilize his services and have designArc finish the project. Rowland said he is willing to work with the board on the plans and try to get those costs down.

Motion to amend the main motion by Yseth, seconded by Miller to remove Article 3 from the contract. Roll call vote on the amendment: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.” Amendment carried. Roll call vote on main motion as amended: Miller “aye,” Jensen “no,” Pierce “aye,” Yseth “aye,” Krogman “no.” Main motion as amended carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #16-36: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy. Roll call vote: Jensen “aye,” Pierce “aye,” Yseth “aye,” Miller “aye,” Krogman “aye.” Motion carried.

Motion by Yseth, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-37: an application for occupancy of right-of-way made by Sioux Valley Energy. Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director Report.

Steffensen discussed upcoming dates.

Chief Deputy States Attorney Abigail Howard presented the Chief Deputy States Attorney’s Report.

Howard said she completed the National Drug Court Training. She said they will have a presentation at the next meeting.

Howard said she spoke at two events, and they made 15 care kits to help with sexual assault victims.

Howard said she attended the police department’s Annual Banquet and the Optimists Club Breakfast.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended and discussed the JDC Advisory Board Meeting. Pierce also discussed different ways for department heads to share with the public the services they provide.

Commissioner Jensen attended the Jail Expansion Committee Meeting; attended the Bruce Fireman’s Feed; met the new appointee for the Planning & Zoning Board; attended and discussed the BATA Meeting; attended the Extension Board Meeting; and attended the E-911 Meeting.

Commissioner Miller attended the Extension Board Meeting; attended the Jail Expansion Committee Meeting; attended the Elkton Fireman’s Feed; attended the Domestic Abuse Meeting; and attended another Extension Board Meeting.

Commissioner Yseth attended and discussed the Hospital Board Meeting.

Commissioner Krogman attended the presentation electing the new SDSU President; attended the E-911 Meeting; attended the Brookings Affordable Housing Meeting; attended a presentation with the Brookings School District; and attended the Vision of Brookings III Meeting.

ADJOURNMENT

Motion by Yseth, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, May 17, 2016 at 8:30 a.m.

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